



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1710.19A
28/CMC
31 Jul 2020

USNA INSTRUCTION 1710.19A

From: Superintendent, U.S. Naval Academy

Subj: ANNAPOLIS AREA FIRST CLASS PETTY OFFICER ASSOCIATION

Encl: (1) Annapolis Area First Class Petty Officer Association Constitution
(2) Annapolis Area First Class Petty Officer Association By-Laws

1. Purpose. To promulgate policies establishing the organization, duties, and responsibilities of the Annapolis Area First Class Petty Officer Association (AAFCPOA). The AAFCPOA is designed to broaden the professional development of all First Class Petty Officers and their equivalents; provide an outlet for the association members to become active in their local communities through volunteer work and community events; foster improved morale and esprit de corps; and put forth a positive image of the U.S. Military and the association members.

2. Cancellation. USNAINST 1710.19

3. Action. Membership in this association shall be on a voluntary basis and limited to the following: active duty members, associate members, and honorary members.

a. Officers. The AAFCPOA Board of Governors shall be comprised of the following elected officials: President, Vice-President, Secretary, Treasurer, and Master-At-Arms (MAA).

b. Election and Terms of Office. The President, Vice-President, Secretary, Treasurer, and MAA will be elected by a majority of the members present at the October general membership meeting and will be held for a term of 12 months to allow maximum participation of all members.

c. Parliamentary Procedures. Meetings will be conducted in accordance with parliamentary procedures as established by Robert's Rules of Order. To ensure the proper conduct of meetings, the President shall reference the book Robert's Rules of Order.

d. Changes and Amendments. Recommended changes or amendments to the Constitution and By-Laws shall be originated at the member level, in writing, for presentation to the general assembly by the member. The proposed change or amendment will be discussed by the Board of Governors and then presented to the general membership at the next association meeting along with their findings and/or recommendations. The proposed change or amendment will then be voted upon at this meeting. A two-thirds majority vote of the membership in good standing is

required for adoption of the recommended change or amendment. Changes, when adopted, will be numbered as standing rules until such time as the Constitution and By-Laws are revised.

4. Dissolution. Any motion to disestablish the AAFCPOA must be approved by a two-thirds majority vote of the members, in good standing, at the association meeting at which the motion is proposed. Upon dissolution of this association for any reason, the treasury will be pro-rated and distributed among the active membership in good standing.

5. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

6. Review and Effective Date. Per OPNAVINST 5215.17A, the Office of the Command Master Chief will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.



J. S. BATES
Chief of Staff

Distribution:
All Non Mids (electronically)

ANNAPOLIS AREA FIRST CLASS PETTY OFFICER ASSOCIATION CONSTITUTION

Article I - Name

This association shall be known as the Annapolis Area First Class Petty Officer Association (AAFCPOA).

Article II - Purpose

This association is established for the purpose of:

Bringing the First Class Petty Officers (FCPO) of the Annapolis Area together professionally and socially on a regular basis.

- Originating and organizing any functions which, whether separately or collectively, concerns transfers, retirement, or social activities within the association.

Creating a composite representation of all command departments in the association by popular elections of the officers of the association.

Enhancing the command leadership program by affording all AAFCPOA members the opportunity to informally receive information from invited guests, discuss mutual problems, and exchange ideas.

- Enhancing the quality of life throughout the Annapolis community by raising funds for charitable organizations or other purposes agreed upon by the members.

- Enhancing the knowledge and careers of junior sailors via education and career oriented training.

Article III - Membership

Membership in this association shall be on a voluntary basis and limited to the following:

Active Duty Member: All permanent and frocked FCPOs who desire to maintain membership in this organization on a voluntary basis.

Associate Member: Any/all E-6 Navy personnel who have transferred to the fleet reserve with 20 or more years of service but less than 30 years total active service and fleet reserve combined; medically retired Navy personnel; Naval reserve personnel with less than 30 years combined active and inactive duty provided they have been duly frocked as a FCPO, or FCPO administratively attached to the Naval Academy/ Naval District Washington (NDW) East for at least six months Temporary Duty (TEMDU).

Honorary Member: All E-6 Navy personnel who have retired after 30 or more years of service who have accumulated a total of 30 or more years of active duty or fleet reserve time combined; who have a total of 30 years of active duty and inactive duty combined, provided they have been duly frocked as a FCPO or FCPO administratively attached to Annapolis Area/NDW East for less than six months TEMDU.

Any individual recommended by a member of the association and approved by a majority of the members present at one general membership meeting.

Membership in this association shall be terminated when:

Any member voluntarily does so or when recommended by the Board of Governors after the result of disciplinary action. When an active duty member, in good standing, transfers from this command or transfers to the fleet reserve and does not meet the requirements for an associate member or honorary member.

Article VI - Officers

The FCPO Association shall be comprised of the following elected officials.

A President, Vice-President, Secretary, Treasurer, and a Master-At-Arms who shall be known as the Board of Governors.

Article V - Election and Terms of Office

The President, Vice-President, Secretary, Treasurer and Master-At-Arms will be elected by a majority of the members the first week of October. To allow for turnover and the reporting cycle, newly elected officers shall be interim officers until the 16th of November. From the 16th of November the officers will hold the office for a term of 12 months to allow maximum participation of all members.

Eligibility. Nominees must be a regular member having a minimum of nine months remaining on board, attend half of all regularly scheduled meetings, have volunteered to three events, and have a minimum of 3.0 on military bearing on evaluation. Any Naval personnel having less than 12 months remaining onboard shall inform the AAFPCOA of this fact to avoid re-nomination and to provide for a timely relief via election.

Nominations. Nominations for all elected officers will be taken prior to the meeting scheduled for the elections. Nominations will be accepted, in writing or email, via the President, up to two weeks prior to the first week of October. Members can only be nominated for one position per election. Each nomination must be so moved and seconded.

A member may be nominated without their consent and therefore, may decline nomination.

Early Termination of Office. In the event of the early termination of the President, the Vice-President will automatically assume these duties. Should the Vice-President's position become vacant, the Association shall elect a new Vice-President. In the event of early termination of any other elected officer, the President shall appoint an interim replacement until the next election cycle. In the event of termination of both the President and Vice-President, the Secretary shall assume the duties and call for a general election.

Manner of Elections. The election of the Board of Governors will be conducted during the first week of October and be turned over to new board members on November 16th.

Any elected officer not present at three consecutive meetings can be replaced by a member selected by the President.

Article VI - Standing Committees

There shall be two standing committees as follows:

1. Transfer/Retirement
2. Social

These committees shall be formed and a Chairperson shall monitor all actions and present committee actions to general membership monthly.

A designated member of the committee will keep minutes of each meeting with copies being provided to the President and Secretary within five working days after each meeting.

The President shall have the authority to establish any additional committees for any period of time, as he/she deems appropriate.

Article VII - Meeting and Voting

General membership meetings shall be held monthly, at a date, time, and place set by the Board of Governors; held at such times as deemed necessary by the President. Voting shall be limited to all active duty members, in good standing as defined in the By-Laws,(one vote per member), present at any meeting or by submitting an electronic vote for any issue that a vote has been called for unless stated otherwise in the Constitution and By-Laws. Associate and Honorary members may not vote, but may express an opinion during any discussion pertaining to the issue at hand prior to a vote.

Article VIII - Guests and Other Non-Members at Association Functions

Official Guests. Those individuals invited by the elected officials of the association to any function. Official guests are not assessed an attendance fee.

Un-Official Guests. Those individuals who are entitled to membership, but have declined to join

the association. These individuals may attend any association function by paying the fee charged by the business organization, plus a surcharge not to exceed 25 percent. This surcharge will not apply to functions, which are solely sponsored by this association.

Article IX - Parliamentary Procedures

Meetings will be conducted in accordance with Parliamentary procedures as established by Robert's Rule of Order.

To ensure the proper conduct of meetings the President shall ensure the MAA has a book on Robert's Rule of Order.

Article X - Changes and Amendments

Recommended changes or amendments to the Constitution and By-Laws shall be originated at the member level, in writing, for presentation to the general assembly by the member. The proposed change or amendment will be discussed by the Board of Governors and edited where necessary. The Board of Governors will then present the amendments to the general membership at the next association meeting along with their findings and/or recommendations. The proposed change or amendment will then be voted upon at this meeting. A two-thirds majority vote of the membership, in good standing, present at this meeting or by submitting an electronic vote, is required for adoption of the recommended change or amendment.

Changes, when adopted, will be numbered as standing rules until such time as the Constitution and By-Laws are revised.

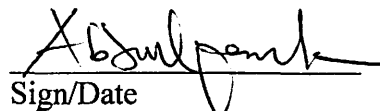
Article XI - Dissolution

Any motion to disestablish the AAFPCOA must be approved by a two-thirds majority vote of the members, in good standing, at the association meeting at which the motion is proposed.

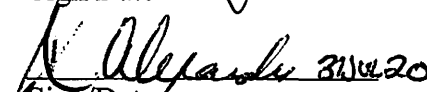
Any vote to disestablish the AAFPCOA will be by written ballot and must be approved by a two-thirds majority of the full membership present in good standing.

Accepted By:

PRESIDENT YN1(SW/AW) Abdul Farouk
Printed Name

 31 July 2020
Sign/Date

VICE PRESIDENT SH1(SW/AW) Kina Alexander
Printed Name

 31 Jul 20
Sign/Date

ANNAPOLIS AREA FIRST CLASS PETTY OFFICER ASSOCIATION BY-LAWS

Article I - Organizations, Duties and Responsibilities

The President

The President is charged with the responsibilities of conducting orderly meetings of the association and the Board of Governors. He/she will serve as the Master of Ceremonies at the association's functions, or will designate a member to act in this capacity.

The President shall vote only to break a voting deadlock caused by a tie vote at any Board, Board of Governors, or general membership meeting.

The President is empowered to act in the best interest of the association in all matters where time, or the emergency nature of the situation, will not permit calling a general membership of Board of Governors meeting. This authority includes, with the concurrence of at least one member of the Board of Governors, the reasonable expenditure of funds, not to exceed \$100 per incident or \$50 per incident without concurrence from a member of the Board of Governors.

The President shall ensure that audits are conducted as required by the Manual of Messes Ashore. The President will be the primary account holder of the association's account and the Treasurer as the secondary account holder. The President will maintain and keep all the association's assets.

The President shall ensure that the proper functioning of all committees and the compliance of the membership with the provision of the constitution and By-Laws. He/she shall further establish special committees as necessary.

The Vice President

The Vice-President shall assist the President in the performance of all administrative duties concerned with the association. During the absence of the President, the Vice President shall act in his/her absence.

The Vice-President shall assume the duties of the Secretary in his/her absence.

The Secretary

The Secretary shall keep a formal record of the minutes of all meetings, handles all the AAFCPOA correspondence, notify the membership of any special meetings and read the minutes of the previous meeting.

Copies of these minutes shall be provided to the Command Master Chief of the represented commands, Naval Support Activity, Naval Health Clinic Annapolis and U.S. Naval Academy, upon request.

The Secretary shall advise the President regarding the assignment or reassignment of members to committees as required by their location or duty assignment.

The Secretary shall assume the duties of the Treasurer in his/her absence.

Treasurer

The Treasurer shall maintain appropriate accounting records concerning receipts, dues collected, and all expenditures of the association assets. These accounting records shall be held ready to submit to an Audit Board upon request.

The Treasurer shall submit a written report of current association finances to the Board of Governors, and will report current finances at the association meetings.

Master-at-Arms

The MAA shall be responsible for calling all meetings to order and maintaining order during the meetings and functions. Additionally, the MAA shall serve as the primary member responsible for auditing the FCPOA funds maintained by the Treasurer as directed by the President.

The Members

Each member is normally bound to attend the general membership meeting whenever possible. To be considered active, members must attend one third of all regularly meetings, pay dues of \$60.00 a year and have volunteered at a minimum of one event.

Members should bring attention to the Board of Governors or their respective Department Representatives, their respective transfer/retirement dates, and any ideas and suggestions concerning the concept of Article II of the Association Constitution.

Members should bring attention to the Board of Governors or their respective Department Representative concerning the hospitalization or death of a member.

Any member whose conduct has been prejudicial to good order and discipline or has brought discredit to the Armed Forces of the United States will be expected to submit a resignation. Should that resignation not be tendered, the Annapolis Area AAF CPOA shall establish a disciplinary review board to consider the standard of the case in the presence of the member. This board shall report recommendation to elected officers for final decisions. The disciplinary board shall be composed of five members with one member being an elected member to serve as Chair. The recommended findings of the board shall be presented to the AAF CPOA before actions are taken.

Article II - Board Committees and Department Representatives

Board of Governors:

The Board of Governors shall meet as necessary at the call of the President to conduct all routine association business not requiring a vote of the general membership and to perform the functions required by the Constitution and By-Laws. The Board of Governors may authorize disbursement of funds not to exceed \$500 in any one disbursement. A majority vote of the members present will decide any issues before the board.

Transfer/Retirement Committee:

The Transfer/Retirement Committee shall ensure that a suitable gift is presented in the name of the AAFPCOA to a member in good standing upon their transfer or retirement from this command. The Association By-Laws, Article IV, Paragraph 3 for retirement and Article IV, Paragraph 4 for transfer will guide the gifts in their cost and selection.

Social Committee:

The Social Committee shall be responsible for all arrangements, including publicity, for association social functions and general membership meetings, as approved by the Board of Governors. This standing committee may, from time to time, call upon other members to assist in acquiring a guest speaker for the monthly general membership meetings or to provide assistance for other social functions. The Social Committee is also responsible for the purchase of solace gifts.

Department Representatives:

The Department Representative shall be the point-of-contact in which new AAFPCOA's assigned to their departments are invited to the AAFPCOA. Department Representatives should maintain a list of all First Classes in their department, listing their transfer/retirement end of active obligated service, and work and home phone numbers. This information will be given to the Treasurer quarterly so he/she can the master membership list.

Article III Dues and Fees

The AAFPCOA yearly dues will run from 01 October to 31 September of the following year. Dues are to be used for items/activities in support of the Association business. The dues for annual membership will be sixty dollars (\$60).

If member is not able meet the guidelines for active membership, he/she is not allowed to vote on any AAFPCOA business and is ineligible for nomination to any office. The treasurer shall notify members when dues are one month in arrears.

A member may cancel his/her membership at any time without any return of past dues. Membership dues will only be returned to the former member by direction of the Board of Governors.

Article IV Authorized Expenditures and Gratuity

Funds from the association treasury will be used to pay for AAFPCOA sponsored events and outings as dictated by the Board of Governors and voted on by the membership.

The association shall provide a gift, not to exceed fifty dollars for each member in good standing who is transferring from the command or for the transfer to the fleet reserve or retired list. Exceptional service to the association may be recognized by a suitable gift approved by the Board of Governors.

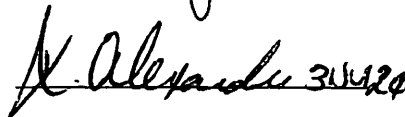
The association shall provide a gift, not to exceed \$50, to each member in good standing, departing the command on Permanent Change of Station orders. To qualify for the above individuals must have been members in good standing to their advancement/transfer date.

Accepted By:

PRESIDENT YN1(SW/AW) Abdul Farouk
Printed Name Sign/Date

 31 July 2020

VICE PRESIDENT SH1(SW/AW) Kina Alexander
Printed Name Sign/Date

 31 July 2020